



# MAASAI MARA UNIVERSITY

## **REGULAR UNIVERSITY EXAMINATIONS**

**2018/2019 ACADEMIC YEAR  
FIRST YEAR SECOND SEMESTER**

**SCHOOL OF SCIENCE AND INFORMATION  
SCIENCES  
BACHELOR OF SCIENCE IN INFORMATION  
SCIENCES**

**COURSE CODE: INS 1208**

**COURSE TITLE: ARCHIVES MANAGEMENT**

**I**

**DATE: 25<sup>TH</sup> APRIL, 2019**  
**1030 HRS**

**TIME: 0830 -**

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**INSTRUCTIONS TO CANDIDATES**

Answer Question **ONE** and any other **TWO** questions

**SECTION A:**

Qn1. a) Discuss the following concepts :

i) Archives ( 3  
**Marks)**

ii) Records ( 3  
**Marks)**

ii) Archives Management ( 5  
**Marks)**

iv) Kinds of Archives ( 6  
**Marks)**

b) Explain the importance of Archives ( 5  
**Marks)**

c) Explain why archives should be properly managed in any given organization ( 8 Marks)

**SECTION B**

Qn.2a) Discuss the five management functions of Archives system ( 15 Marks)

b) Explain why planning is an important aspect in management of archives system (5  
**Marks)**

3) a) Discuss the role of archives in society ( 15  
**Marks)**

b) Describe the different values of archives when appraising non-current records ( 5 Marks)

Qn.4 Archives programmes in an institution are important activities that an archivist would like to carry out.

a) Discuss any four archival programmes in an institution. ( 16 Marks)

b) Explain why survey of records is an important activity in the management of records ( 4 Marks)

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